

Policy Title	Transcript
Responsible AIU Office (Higher Management/Directorate)	Vice President for Academic Affairs
Policy Owner (Executive Department/Office)	Admission and Registration Department
Pertinent Dates	Create Date: April 2022 Expire Date: Revise Date Approval Date: Effective Date:

I. SCOPE OF POLICY

The academic transcript policy focuses on the information to be presented on its front and back sides of the transcript. The policy presents the procedures to issue and approve the transcript.

II. DEFINITIONS

Transcript: The transcript is a reflection of a student's academic performance at AIU. Where all courses taken at AIU, at any level or program must be recorded. Any action taken that affects the student's performance must be recorded. Ex: academic probation, academic suspension, academic dismissal or leave of absence

III. POLICY STATEMENT

The transcript is a reflection of a student's academic performance only at AIU where academic actions such as academic probation, academic suspension, or academic dismissal are recorded on the academic transcript.

The transcript must include the following information:

- All academic data such as course grades, GPA, hours attempted, hours earned, semesters enrolled.
- Dean's list at the graduating semester only.
- Periods of non-enrollment, and/or interruptions in a student's education activity (leaves of absences, withdrawals).
- Disciplinary annotations in cases of dismissal. disciplinary suspension.

A separate transcript for Co-curricular or extra curricular activities to be issued for students including non-academic information such as badges, micro-credentials, coursera courses, participation in clubs, teams, service-learning opportunities. Also, competitions notations to indicate creative awards won, or projects complete beyond the traditional classroom.

The student name on the transcript cannot be changed at any time even after the student graduates unless the student submits a court-ordered change of name. Upon presentation of a certified copy of the court order, diplomas in the new name may be issued to the graduate.

Each graduate will receive two graduate diplomas in both English and Arabic languages. A graduate student may request to reissue the diploma, the new diploma must have wording that diploma has been reissued. The reprinted diploma will carry the precise date the degree was originally awarded.

The following table include data elements that will be included in the student's transcript:

Institution Identification	
Name	At the top of each page
Location: City, Phone Number, Website	At the footer of each page
Language of Instruction	At the back of the transcript
Student Identification	
Name	As shown on the high school certificate
Student ID number	
Date of Birth	Day and month only
Record of work at Alamein International University (AIU)	
Semesters of Attendance	Essential
Withdrawal Date	Used to document the complete withdrawal from AIU
Course Identification	Course code and title
Credits attempted per course	
Credits Earned per course	
Unit of credit	
Grades	Whether will be included in the GPA calculations or not.
Term Grade Point Average (GPA)	
Cumulative GPA	
Grade points	Earned grade * number of credits
Semester grade points	Total grade points earned each semester
Cumulative Grade points	Grade points earned for all semesters
Narrative Evaluation	If needed
Demonstrated Competencies	Non-classroom experiences for which credit is awarded
Graduation Requirements	Military training for male students and English graduation requirement
Record of work pursued at prior Institution (s)	
Accepted Transfer Credits	
Courses, Grades, Credits per course	Courses that the student will be exempted from studying and leading to graduation only.
Academic Status	
Academic Probation	May include withdrawal, suspension or dismissal
Academic Suspension or Disciplinary Suspension or Ineligibility to Re-enroll	
Academic Honors	At the graduating semester only
Class Rank	At the graduating semester only
Statement of Graduation	
Degree Earned	Title of the degree
DATE CONFERRED	

Date completed	May be the same as date conferred, should be added if it is different
Major	
Minor, Concentration or specialization	
Honors and Distinctions	Only academic honors
Transcript Issuance Information	
Courses in progress	IP, or In Progress for the courses that the student is currently enrolled in
Date of issue	

The transcript issued with the AIU seal only will be signed approved by the registrar and the dean of the faculty only. The transcript sealed by the MoHE must be approved and signed by the Provost and the President.

Information related to AIU and key to clarify the information presented on an academic transcript and provide guidance for understanding and evaluating that information. The key is essential and integral component of the transcript to be printed on the back side of the transcript. Like: contact information, the accreditation statement, academic calendar system, definition of enrollment semesters, unit of credit, language of instruction, grading system, grade point average calculation, repeated courses rule and a warning against alteration or forgery.

IV. RESPONSIBILITIES

The registrar office is responsible for issuing the transcript and revise the accuracy of the information. Dean, Vice President for Academic Affairs and the President to approve the transcript issuance.

V. POLICY STANDARDS AND PROCEDURES

- 1- The student requests the official transcript and pay the corresponding fees.
- 2- The registrar office issues the transcript and make sure all the signatures are fulfilled.

VI. FORMS/INSTRUCTIONS (if applicable)

Transcript

Official Academic Transcript

Student Name: August 08 Student ID: 1471/2021
 Degree Awarded: Bachelor Business Enrollment: Enrolled
 Degree Title: Not graduated Degree GPA:
 Center Data: Accounting and Information Systems

Fall 2020
 Program: Accounting and Information Systems

Course Code	Course Title	Attempts	Earned	GPA	L Grade
ACC111	Principles of Financial Accounting	3	3	4.0	A
MGT120	Principles of Management	3	3	3.7	B+
ECO101	Principles of Microeconomics	3	3	3.7	B+
MAT124	Pure Mathematics for Business	3	3	4.0	A
LAN110	Critical Thinking	2	2	3.0	B
PSY101	Introduction to Life and Human Rights	2	2	2.0	C
Semester Totals:		18	18		
Cumulative Totals:		18	18		
Semester GPA: 3.55					
Cumulative GPA: 3.55					

Spring 2021
 Program: Accounting and Information Systems

Course Code	Course Title	Attempts	Earned	GPA	L Grade
ACC111	Principles of Managerial Accounting	3	3	3.0	B
MGT120	Organizational Behavior	3	3	3.2	B-
MAT125	Mathematics of Finance	2	2	3.3	B+
FIN102	Fundamentals of Macroeconomics	3	3	3.7	B+
LAN111	Arabic Language	2	2	3.0	B
MGT120	Entrepreneurship and Innovation	2	2	4.0	A+
Semester Totals:		14	14		
Cumulative Totals:		32	32		
Semester GPA: 3.44					
Cumulative GPA: 3.49					

Registrar: _____ End of Transcript
 Dean, Faculty of Business

Accreditation: Al Alamein International University (AIU) is accredited by the Supreme Council of Universities (SCU) and The Ministry of Higher Education (MHE) in Egypt. In addition, each field at the AIU is accredited by a partner university or individual accrediting agency. Refer to the University Catalog for further details (https://aiu.edu.eg)

Calendar: The academic calendar consists of two 15 weeks semesters and one condensed summer semester.

Semester Hour: One credit hour is equivalent to one hour/week of lecture, 2 hours/week for labor, 3 hours/week for laboratory, 4 hours/week for clinical, 4 hours/week for studio or workshop for a 15 weeks semester.

Language of instruction: English is the main language of instructions.

Grading System

Percentage	Letter Grade	Points
90-100	A	4.00
From 80% to less than 90%	A-	3.75
From 70% to less than 80%	B+	3.50
From 60% to less than 70%	B	3.25
From 50% to less than 60%	B-	3.00
From 40% to less than 50%	C+	2.75
From 30% to less than 40%	C	2.50
From 20% to less than 30%	C-	2.25
From 10% to less than 20%	D	2.00
From 0% to less than 10%	F	0.00
Below 0%	W	0.00

Other Grades

Satisfactory	S
Unsatisfactory	U
Withdrawal	W
Withdrawal - F	WF
Incomplete	I
Failed to Withdraw	FW
Transfer	T

Grade Point Average Calculation: A student's GPA is calculated by dividing the sum of earned points by the sum of earned hours for all the courses receiving a grade used in calculating the GPA. Transferred, audit and 0 credit hour courses are not included in the calculation.

Repeated courses: In the case of a failed course, the student is allowed to repeat the course, the highest grade to be earned is B- in the case of raising the course grade, the student may repeat a course for 4 semesters programs and 20 units for 10 semester programs. All courses will be calculated in the GPA, in case of raising the core, the highest grade will be calculated.

AIU - Al Alamein City, Matruh

VII. APPENDICES (if applicable)

Refer to 1) the tuition and fees policy, 2) the co-curricular/ extra- curricular transcripts.

VIII. CONTACT INFORMATION

Email: registrar@Aiu.edu.eg

Website: <https://aiu.edu.eg/>

Facebook Page: <https://www.facebook.com/AiuOfficialgov>

Triggered by:	Name: Nadia Eltelaity	Date: April 2022	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.